

# INFORMATION RESOURCES

## *Quick Reference to Information Sources Useful to House Members*

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# INFORMATION RESOURCES

## *Quick Reference to Information Sources Useful to House Members*

### OVERVIEW

This section is intended to provide a quick reference to information sources of use to House members. It is divided into two parts: Information Resources for House Members and Information Resources for Constituents.

Information Resources for House Members includes:

- (1) Phone numbers organized first by legislative office and then by the type of information (including whom to contact);
- (2) Information available on the internet, including legislative home pages, information available on Louisiana legislature websites and through the state's homepage, useful sources of legal information, and additional useful sites;
- (3) Publications useful to members, including House, legislative, and other publications; and
- (4) Frequently asked questions divided into general legislative, fiscal, and state government information.

Information Resources for Constituents lists a number of information sources to which House members and their district office staff may refer constituents. These sources are available to the public generally.



# INFORMATION RESOURCES FOR HOUSE MEMBERS

*Quick Information for House Members*

## TELEPHONE NUMBERS

By Legislative Office

HOUSE LEGISLATIVE  
SERVICES  
PHONE DIRECTORY

Executive Director ..... (225) 342-6125

### Divisions

#### Commercial Regulation Division

Director ..... (225) 342-6288

Commerce Committee ..... (225) 342-6151

Health & Welfare Committee ..... (225) 342-2404

Insurance Committee ..... (225) 342-2406

Labor & Industrial Relations Committee .... (225) 342-6121

#### Fiscal Division

Director ..... (225) 342-6295

Appropriations Committee ..... (225) 342-2444

Ways & Means Committee ..... (225) 342-2442

#### Governmental Affairs Division

Director ..... (225) 342-2398

Education Committee ..... (225) 342-2408

House & Governmental Affairs Committee .. (225) 342-2403

Municipal, Parochial, & Cultural Affairs  
Committee ..... (225) 342-2401

Retirement Committee ..... (225) 342-2445

#### Legal Division

Director ..... (225) 342-2421

Civil Law & Procedure Committee ..... (225) 342-5105

Criminal Justice Committee ..... (225) 342-2409

Judiciary Committee ..... (225) 342-6129

#### Resource & Infrastructure Division

Director ..... (225) 342-6166

Agriculture Committee ..... (225) 342-0347

Environment Committee ..... (225) 342-0347

Natural Resources Committee ..... (225) 342-2402

Transportation, Highways &  
Public Works Committee ..... (225) 342-6171

Poynter Library  
 Director ..... (225) 342-2430  
 District Office Line ..... (225) 342-5783 or 5128  
 Public Update Legislative Service (PULS) Line  
     Baton Rouge area & out-of-state ..... (225) 342-2456  
     Toll-free (Louisiana only) ..... (800) 256-3793  
 TTY Line for the Hearing Impaired  
     Baton Rouge area & out-of-state ..... (225) 219-4688  
     Toll-free (Louisiana only) ..... (888) 850-6489

Administrative Services Division  
 Director ..... (225) 342-1362  
 Bill Room (session only) ..... (225) 342-2192  
 Docket ..... (225) 342-6458

For a listing of HLS staff names on the internet, go to:  
<http://house.louisiana.gov>  
 Click on “House Staff,” then “House Administrative Services”

KEY HOUSE  
PHONE NUMBERS

Office of the Speaker ..... (225) 342-7263  
 Office of the Speaker Pro Tempore ..... (225) 342-7263  
 Office of the Clerk ..... (225) 342-7259  
 Accounting ..... (225) 342-2263  
 Human Resources Office ..... (225) 342-2455  
 Property Control and Purchasing ..... (225) 342-2198  
 Public Information Office ..... (225) 342-9795  
 Sergeant at Arms ..... (225) 342-1228  
 Switchboard ..... (225) 342-6945

For a listing of House staff names on the internet, go to:  
<http://house.louisiana.gov>  
 and click on “House Speaker’s Welcome” for Speaker and Speaker  
 Pro Tempore, or click on “House Staff” for other offices

SENATE

- Senate Switchboard ..... (225) 342-2040
- Senate Document and Records Office ..... (225) 342-2365
- Senate Legislative Services Administrator ..... (225) 342-0614

For a listing of Senate staff with names and phone numbers  
on the internet, go to:  
<http://senate.legis.state.la.us>  
and click on “Staff/Divisions”

OTHER  
LEGISLATIVE  
ENTITIES

- Caucuses and Delegations
  - Acadiana Delegation ..... (225) 342-0349
  - Jefferson Delegation ..... (225) 342-0356
  - Orleans Delegation ..... (225) 342-8301
  - Republican Delegation ..... (225) 342-6287
  - Black Caucus ..... (225) 342-7342
  - Independent Caucus ..... (225) 342-9980
  - Rural Caucus ..... (225) 342-0365
  - Women’s Caucus ..... (225) 342-0334
- Joint Legislative Committee on the Budget ..... (225) 342-7244
- Legislative Auditor ..... (225) 339-3800
- Legislative Fiscal Office ..... (225) 342-7233
- Louisiana Capitol Foundation  
(House Clerk’s Office) ..... (225) 342-2198
- Louisiana State Law Institute ..... (225) 578-0200

LEGISLATIVE  
COMPUTER CENTER

- Computer Center Help Desk ..... (225) 342-4000

CONTACTS FOR  
LEGISLATIVE AND  
GENERAL  
INFORMATION

By Type of Information

Bill drafting	
HLS research staff	(225) 342-6125
Budget/Fiscal questions	
HLS Fiscal Division	(225) 342-8568
Current law on a specified topic	
HLS research staff	(225) 342-6125
District office expenses	
House Accounting Office	(225) 342-2263
District office help in using legislative documents/resources	
Poynter Library's District Office	
Assistance Lines	(225) 342-5783 or 5128
Formal legal opinion on interpretation of Louisiana law	
Attorney General	(225) 342-7013
HLS research staff	(225) 342-6125
Governmental functions, services, and programs	
HLS research staff	(225) 342-6125
Governor's action on enrolled bills/Act number assignment	
Poynter Library's District Office	
Assistance Lines	(225) 342-5783 or 5128
Governor's Office (action taken by governor)	(225) 342-0955
Secretary of State Act information	(225) 342-2084
Governor's bill signing (schedule to be present for signing)	
Governor's Office	(225) 342-8213
Historical legislative documents	
Poynter Library	(225) 342-2430
House/Senate bills, daily journals, rosters, rules	
HLS Administrative Services	(225) 342-6125
Identification/status of legislation from current/prior sessions	
Poynter Library's District Office	
Assistance Lines	(225) 342-5783 or 5128
Legislative assistants hiring	
House Human Resources Office	(225) 342-2455

Legislators recommending temporary session employees	
Clerk's Office .....	(225) 342-7259
Miscellaneous services	
(Visiting dignitaries/groups, honorary House member certificates, sergeant at arms)	
Speaker's Office .....	(225) 342-7263
Photography and video services	
House Public Information Office .....	(225) 342-9795
Research on governmental/legislative topics	
HLS research staff .....	(225) 342-6945
Poynter Library .....	(225) 342-2430
State Capitol tours	
State Tourist Information Desk .....	(225) 342-7317
Speaker's Office (assistance) .....	(225) 342-7263





## INFORMATION AVAILABLE ON THE INTERNET

The Louisiana Legislature maintains three separate websites: The Web Portal to the Louisiana Legislature (the Legislature's home page); The Louisiana House of Representatives Internet Portal (House home page); and The Louisiana State Senate (home page). Each house is responsible for the content and presentation on its website. The content of the Legislature's home page is approved by the Speaker of the House and President of the Senate. Each of the three websites has its own webmaster. Separate websites are maintained by the Legislative Auditor, the Legislative Fiscal Office, and the Louisiana State Law Institute. (For other computer resources for House members, see *Legislative Computer Center* on page E-26.

### Legislative Home Pages

Home Page for:	URL
Louisiana Legislature	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>
Louisiana House of Representatives	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a>
Louisiana Senate	<a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>
Louisiana Legislative Auditor	<a href="http://www.la.state.la.us">http://www.la.state.la.us</a>
Louisiana Legislative Fiscal Office	<a href="http://www.lalegiscaloffice.com">http://www.lalegiscaloffice.com</a>
Louisiana State Law Institute	<a href="http://www.lsl.org">http://www.lsl.org</a>

### Information Available on Louisiana Legislative Websites

Information	Website	Click on this Link
Frequently Asked Questions	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	FAQs (scroll down to find link) – Also available beginning on page G-19 of this section. How Do I?
Guide to the House of Representatives	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a>	Citizen's Guide
Guide to the Legislature	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	About the Legislature
House Legislative Services	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a>	House Staff; House Legislative Services
House Speaker	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a>	House Speaker's Welcome
How a Bill Becomes a Law	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a>	Citizen's Guide; The Legislative Process
Laws - (Statutes, Codes, Constitution, Rules)	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	Louisiana Laws (scroll down for link, on left)

Information	Website	Click on this Link
Laws - Constitution	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>	LA Constitution Documents, then State Constitution of 1974
Legislation	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	Session Information; then select session
Legislative Committees - Both chambers - House - Senate	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a> <a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>	Committees House Standing Committees Committees
Legislative Committees House Procedure	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a>	Citizen's Guide; How Committees Work Citizen's Guide; Quick Guide to Committee Procedure
Legislative Delegations & Caucuses	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	Caucuses/Deleg. Legislators; scroll down to Legislative Caucuses and Delegations
Legislative Terms Glossary	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	House Glossary About the Legislature; scroll down to Legislative Terms
Legislators - both chambers - House - Senate	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a> <a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>	Legislators Representatives Senators
Rules of Procedure - House - Senate - Search Feature	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a> <a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	House Rules; Citizen's Guide; Quick Guide to Floor Procedure Documents; Senate Rules of Order; Louisiana Laws (scroll down for link; allows for search of rules)
Seating Chart - House - Senate	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>	House Seating Chart Senators Chamber Seating Chart
Senate President	<a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>	Officers
Senate Staff	<a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>	Staff/Divisions
Services for People with Disabilities	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	Disability Information
Session Information	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	Session Information; then select session
Special Session - Governor's Call	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a>	Session Information; then select session; scroll down for link under Key Session Information

Information	Website	Click on this Link
Video Broadcast - Live	<a href="http://www.legis.state.la.us">http://www.legis.state.la.us</a> <a href="http://house.louisiana.gov">http://house.louisiana.gov</a>	Today at the Capitol (click on link to meeting, then video icon) Live Video
Video Broadcast - Archive	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a>	Video Archives
Webmaster - Legislature - House - Senate	<a href="http://legis.state.la.us">http://legis.state.la.us</a> <a href="http://house.louisiana.gov">http://house.louisiana.gov</a> <a href="http://senate.legis.state.la.us">http://senate.legis.state.la.us</a>	Link is at very bottom of page Content Responsibility (lower left) Link is at very bottom of page

Information Available through InfoLouisiana - <http://www.state.la.us>

Info Louisiana is the state's web portal to government information and services. It provides links to state agency, judicial and local government websites. The table below lists key access points to this information.

Resource	From <a href="http://www.state.la.us">http://www.state.la.us</a> , Click on
Agency Website Index	Government; Agency Index
Court and Judicial Information	Government; Judicial
Governor	Government; Executive
Local Government	Government; Local Government
Louisiana State History and Background Includes student resources, climate, history & culture, events, demographics, FAQs	About Louisiana
Louisiana Transactions Online – Louisiana e-mail	Louisiana e-mail (on the right of home page)
Maps	Maps (at bottom of home page) Also at: <a href="http://www.state.la.us/maps.htm">http://www.state.la.us/maps.htm</a>
Online Government Services Links	Services; Online Services
Telephone Directory	State Government Directory

Legal Resources

Website	URL	Notes
Louisiana Statutes	<a href="http://www.legis.state.la.us/tsrs/search.htm">http://www.legis.state.la.us/tsrs/search.htm</a>	
Constitution of Louisiana	<a href="http://house.legis.state.la.us/Constitution.pdf">http://house.legis.state.la.us/Constitution.pdf</a> <a href="http://senate.legis.state.la.us/Documents/Constitution">http://senate.legis.state.la.us/Documents/Constitution</a>	

Website	URL	Notes
Attorney General	<a href="http://www.ag.state.la.us/">http://www.ag.state.la.us/</a>	Includes link to opinions.
Executive Orders	<a href="http://www.state.la.us/osr/other/exord.htm">http://www.state.la.us/osr/other/exord.htm</a>	
Judicial (Court) Index	<a href="http://www.state.la.us/gov_judicial.htm">http://www.state.la.us/gov_judicial.htm</a>	Links to state and federal courts; legal sites.
Louisiana Administrative Code	<a href="http://www.state.la.us/osr/lac/lac.htm">http://www.state.la.us/osr/lac/lac.htm</a>	
Louisiana Register	<a href="http://www.state.la.us/osr/reg/register.htm">http://www.state.la.us/osr/reg/register.htm</a>	
Secretary of State, Publications Division	<a href="http://www.sec.state.la.us/notary-pub/pub-idx.htm">http://www.sec.state.la.us/notary-pub/pub-idx.htm</a>	Includes information on obtaining copies of Acts, Calendars & Journals.
Supreme Court – Louisiana	<a href="http://www.lasc.org/">http://www.lasc.org/</a>	Includes opinions.
Supreme Court – United States	<a href="http://www.supremecourtus.gov">http://www.supremecourtus.gov</a>	Includes opinions.

### Additional Useful Websites

Website	URL	Notes
Council of State Governments (CSG)	<a href="http://www.csg.org/csg/default">http://www.csg.org/csg/default</a>	
FirstGov	<a href="http://www.firstgov.gov/">http://www.firstgov.gov/</a>	U.S. Government Information Portal
Legislative Websites	<a href="http://www.legis.state.la.us/uslegis.htm">http://www.legis.state.la.us/uslegis.htm</a>	Map with links to the legislative website of each state.
National Conference of State Legislatures (NCSL)	<a href="http://www.ncsl.org/">http://www.ncsl.org/</a>	House members & legislative assistants may register with NCSL to obtain access to restricted member information.
Public Affairs Research Council of La. (PAR)	<a href="http://www.la-par.org">www.la-par.org</a>	
Southern Legislative Conference	<a href="http://www.slcatlanta.org">http://www.slcatlanta.org</a>	Regional component of CSG.

Website	URL	Notes
Secretary of State, Elections Division	<a href="http://www.sec.state.la.us/elections/elections-index.htm">http://www.sec.state.la.us/elections/elections-index.htm</a>	
Student Financial Assistance	<a href="http://www.osfa.state.la.us">http://www.osfa.state.la.us</a>	Includes TOPS & START Portal



## PUBLICATIONS

Print copies of publications are supplied to House members as noted. For information on availability and additional copies, contact HLS Administrative Services at: (225) 342-6458. Most publications are available for purchase by the public through HLS Administrative Services. They are also available at Louisiana depository libraries through the State Documents Program. To locate a library near you, contact the Recorder of Documents at: (225) 342-4929.

### House of Representatives Publications

Title	Print Availability	Online Version (click on the link in parentheses)	Intranet Availability
Highlights of the Session	yes	Mailed to House members after session. <a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (Sessions)	
House Drafting Manual		Available on intranet.	yes
House Fax		Sent to House members weekly, via email.	yes, current issue
House Journal	yes	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (Journals) Furnished to members upon request and to the public for a fee, call: (225) 342-2083. Order form is at <a href="http://www.sec.state.la.us/comm/publist.htm">http://www.sec.state.la.us/comm/publist.htm</a>	
Interim Résumé	yes	Sent to House members after session.	
Louisiana Constitution	yes	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (Constitution)	
Orientation Guide for Louisiana House Members	yes	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (House Orientation Guide)	yes
Quick Guide to Committee Procedure in the La. House of Representatives	yes	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (Citizen's Guide, Quick Guide to Committee Procedure)	
Quick Guide to Floor Procedure in the La. House of Representatives	yes	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (Citizen's Guide, Quick Guide to Floor Procedure)	
Résumé	yes	<a href="http://legis.state.la.us">http://legis.state.la.us</a> (Session Information – includes tables for each bill only)	



Title	Print Availability	Online Version (click on the link in parentheses)	Intranet Availability
Roster and Standing Committees of the House of Representatives	yes	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (House Standing Committees – information only, not the actual publication)	
Rules of Order of the House of Representatives	yes	<a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (Rules)	
State and Local Government in Louisiana	yes	Sent to House members. <a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (Citizen's Guide)	yes
State Budget - Fast Facts and Talking Points	yes	Sent to members after session. <a href="http://house.louisiana.gov">http://house.louisiana.gov</a> (House Fiscal Division, Publications)	

#### Other Legislative Publications

Title	Agency	Availability
Boards, Commissions and Like Entities, Report to the Legislature	La. Office of Legislative Auditor	<a href="http://www.lla.state.la.us/bdcomm.pdf">http://www.lla.state.la.us/bdcomm.pdf</a> E-mail distribution to members by Auditor.
Fiscal Highlights	La. Legislative Fiscal Office	Print copy sent to members upon publication.
Legislative Auditor Report to the Legislature	La. Office of Legislative Auditor	<a href="http://www.lla.state.la.us/webanrpt.pdf">http://www.lla.state.la.us/webanrpt.pdf</a> E-mail distribution to members by Auditor.
Legislative Audits	La. Office of Legislative Auditor	<a href="http://www.lla.state.la.us">http://www.lla.state.la.us</a> E-mail distribution to members by Auditor.
Louisiana Ten Year Expenditure History, FY 1992 to 2002	La. Senate Fiscal Services	<a href="http://legis.senate.la.us">http://legis.senate.la.us</a> (Fiscal Services, Publications & Briefings)
Rules of Order of the Senate	La. Senate Fiscal Services	<a href="http://legis.senate.la.us">http://legis.senate.la.us</a> (Documents)
Senate Journals	La. Senate La. Secretary of State	<a href="http://legis.senate.la.us">http://legis.senate.la.us</a> (Session Info) Purchase info at: (225) 342-2083; order form is at <a href="http://www.sec.state.la.us/comm/publist.htm">http://www.sec.state.la.us/comm/publist.htm</a>
State Budget Highlights	La. Senate Fiscal Services	<a href="http://legis.senate.la.us">http://legis.senate.la.us</a> (Fiscal Services, Publications & Briefings)

### Useful Publications from Other Sources

Documents listed below produced by state agencies are public documents under the State Depository Program and are available for use at depository libraries. To locate a library near you, contact the Recorder of Documents at: (225) 342-4929.

Title	Agency/ Organization	Availability
Acts of the Legislature (Bound edition with index)	La. Secretary of State	Available for purchase; call (225) 925-4704. Historical research for members on Acts, contact the Poynter Library.
Acts of the Legislature (Newspaper distribution)	The Advocate	Official state journal promulgation of Acts. To subscribe to Acts as they are published, call: (225) 388-0200.
Acts of the Legislature (West edition)	West's Session Law Service	Distributed in volumes as compiled. To subscribe, call (225) 328-9352.
Executive Budget & Executive Budget Supporting Document	La. Office of Planning & Budget	Available online at: <a href="http://www.state.la.us/opb/index.htm">http://www.state.la.us/opb/index.htm</a> Print available to members at the Poynter Library and HLS Fiscal Division.
Executive Orders	La. Office of State Register	Available online at: <a href="http://www.state.la.us/osr/osr.htm">http://www.state.la.us/osr/osr.htm</a>
Guide to the Louisiana Legislature	Public Affairs Research Council of Louisiana	Print available from PAR; call: (225) 926-8414. Brief online version & ordering information at: <a href="http://www.la-par.org">http://www.la-par.org</a> (Publications & Products)
Legislative Calendars & Journals	La. Secretary of State	Furnished to members upon request and to the public for a fee, call: (225) 342-2083. Order form is online at: <a href="http://www.sec.state.la.us/comm/publist.htm">http://www.sec.state.la.us/comm/publist.htm</a>
Louisiana Administrative Code	La. Office of State Register	Available online at: <a href="http://www.state.la.us/osr/osr.htm">http://www.state.la.us/osr/osr.htm</a>
Louisiana Juvenile Justice Commission Reports	La. Juvenile Justice Commission	Available online at: <a href="http://jjc.legis.state.la.us">http://jjc.legis.state.la.us</a>
Louisiana Register	La. Office of State Register	Available online at: <a href="http://www.state.la.us/osr/osr.htm">http://www.state.la.us/osr/osr.htm</a>
Louisiana State Government Telephone Directory	La. Office of Telecommunications Management	Print available for purchase, call: (225) 342-7701. Available online at: <a href="http://www.state.la.us/otm/listings/telephone.htm">http://www.state.la.us/otm/listings/telephone. htm</a>

Title	Agency/ Organization	Availability
Louisiana Tax Guide	La. Department of Revenue	Available online at: <a href="http://www.rev.state.la.us">http://www.rev.state.la.us</a> (Publications, Basic Tax Guides & Publications).
Roster of Louisiana Officials	La. Secretary of State	Secretary of State sends to members. Available for purchase, call: (225) 922-0425. Order form is online at: <a href="http://www.sec.state.la.us/comm/publist.htm">http://www.sec.state.la.us/comm/publist.htm</a>
State Inspector General Reports	La. Office of State Inspector General	Available online at: <a href="http://www.state.la.us/oig/inspector.htm">http://www.state.la.us/oig/inspector.htm</a> Member assistance locating reports, contact the Poynter Library.
Tax Exemption Budget	La. Department of Revenue	Available online at: <a href="http://www.rev.state.la.us">http://www.rev.state.la.us</a> (Publications, Statistical Publications).

# FREQUENTLY ASKED QUESTIONS

## General Legislative Information

### WHAT IS HLS?

House Legislative Services. A complete description of HLS can be found on page A-7. The HLS staff is the first place to turn for research, drafting, or general questions regarding the Legislature.

- ♦ HLS Executive Director ..... (225) 342-6125

### HOW DO I HAVE A BILL DRAFTED?

Develop your concept for legislation by calling an HLS staff member or Division Director, based on subject matter, or the HLS Executive Director.

- ♦ HLS Executive Director ..... (225) 342-6125

### HOW DO I FIND A VOTING RECORD?

House Legislative Services staff may do research to provide a member (or his/her legislative assistant) information on the member's vote on a specific legislative instrument; however, HLS staff does not perform generalized research of a member's voting record. Staff will provide guidance in the use of Calendars and Journals for more detailed vote research. The voting records on each bill appear in the House and Senate Journals for the day a vote is taken; the Journals record the proceedings in the order in which they occur.

- ♦ Poynter Library Director ..... (225) 342-2430
- ♦ Poynter Library Assistance . . (225) 342-5783 or (225) 342-5128  
(Available to members and legislative assistants only)

### HOW DO I FIND VOTES BY BILL NUMBER?

- ♦ Louisiana Legislature Website . . . <http://www.legis.state.la.us>  
(Click on "Session Information" & select the appropriate year. Type in bill number under "How Your Legislator Voted")
- ♦ House and Senate Journals are also available on the website. (Click on "Session Information." Select session, and scroll to "Key Session Information"; then scroll to House or Senate Journal)

Paper copies of Journals:

- ♦ Bill Room (session only) ..... (225) 342-2192
- ♦ State Library, Louisiana Section ..... (225) 342-4914

WHERE CAN I FIND A  
LIST OF  
PREFILED BILLS?

The Interim Calendar contains a list of prefiled bills with titles and committee referrals. The Clerk's Office sends a copy of the Interim Calendar to each member's district office.

A list of prefiled bills is also available on the La. Legislature Website at the appropriate time, prior to session. From the website home page, note the prefile link at the top of the screen.

- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>  
(Scroll to "Bill Search." Search by bill #, author, or subject)
- ♦ HLS Administrative Services . . . . . (225) 342-6458
- ♦ Bill Room (session only) . . . . . (225) 342-2192

WHERE CAN I  
OBTAIN A COPY OF A  
PREFILED BILL  
OR ANY BILL?

Legislators (during session) receive a copy of each bill calendared for final passage. Copies are placed in a book on each member's desk in the House Chamber. Legislators may also call HLS Administrative Services at any time for a copy of any bill. Copies of bills are free of charge only to the member.

Constituents may obtain copies of bills in the following manner:

- ♦ La.. Legislature Website . . . . . <http://www.legis.state.la.us>  
(Scroll to "Bill Search." Search by bill #, author, or subject)
- ♦ Bill Room (session only) . . . . . (225) 342-2192
- ♦ HLS Administrative Services (after session) . . . . (225) 342-6458

WHERE CAN I FIND  
INFORMATION ON  
LEGISLATION?  
(BILL #,  
AMENDMENTS, ETC.)

- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>  
(Scroll to "Bill Search" or click "Session Information")
- ♦ Legislative Assistant Database - Updates legislation in real time  
(during session only)
- ♦ Poynter Library Assistance . . (225) 342-5783 or (225) 342-5128  
(Available to members and legislative assistants only)
- ♦ PULS Line (Baton Rouge & out-of-state) . . . . . (225) 342-2456
- ♦ PULS Line (in-state only) . . . . . (800) 256-3793

WHERE DO I OBTAIN  
A PUBLISHED  
RECORD OF  
HOUSE/SENATE  
PROCEEDINGS?

- ♦ Daily House/Senate Journal. During session members receive the prior day's journals at their desks in the House Chamber. Other sources of the Journals are:
- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>  
(Click "Session Information," select session and scroll to "Key Session Information". Choose House or Senate Journals)
- ♦ HLS Administrative Services . . . . . (225) 342-6458  
(Copies are free of charge only to the member)
- ♦ Bill Room (session only) . . . . . (225) 342-2192  
(There is a fee for constituents/general public.)

HOW DO I VIEW THE  
BROADCAST OF  
HOUSE/SENATE  
PROCEEDINGS?

Live coverage and an archive of past floor debate and committee meetings are available on the La. Legislature Website.

- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>
  - ♦ Live meetings . . . . . Click “IN PROGRESS”
  - ♦ Archived video:  
House: <http://house.louisiana.gov/H-Online/archvideo.htm>
- ♦ Louisiana Public Broadcasting (LPB) distributes both the live and delayed broadcast of selected proceedings over cable television networks. See local television listings for stations, time, and coverage.

HOW CAN  
INDIVIDUAL COPIES  
OF ENROLLED BILLS  
OR ACTS BE  
OBTAINED?

Enrolled bills (bills which have passed both chambers of the Legislature), are free to members from HLS Administrative Services, but must be requested. They are also available at:

- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>  
(Click “Session Information”, followed by the year; then enter a bill # and select “Text - Current”)
- ♦ HLS Administrative Services . . . . . (225) 342-6458
- ♦ Poynter Library Assistance . . (225) 342-5783 or (225) 342-5128  
(Available to members and legislative assistants only)

HOW CAN I OBTAIN A  
COMPILATION OF  
ACTS?

- ♦ West’s Session Law Service  
Copies of West’s printed Session Laws can be obtained upon request from the House Clerk’s Office for members. Constituents may subscribe for a fee by contacting:  
West Publishing . . . . . (225) 328-9352
- ♦ Acts, State of Louisiana  
Hardbound official copies of the Acts can be obtained from the Secretary of State’s Office without cost. A member must request this publication after constitutional amendments are voted on.  
Secretary of State . . . . . (225) 342-2083
- ♦ The Baton Rouge Advocate is the official state journal. It prints full-text copies of Acts in batches in Act number order. Legislators may purchase directly from the Advocate.  
(Prices vary according to the volume of material published)
- ♦ Newspaper Acts, which are a paper-bound set with subject index (available in the fall), can also be purchased from the Advocate.  
The Advocate . . . . . (225) 383-0200

HOW CAN I OBTAIN  
FINAL BILL ACTION  
INFORMATION?

- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>  
(Click “Session Information”)
- ♦ Poynter Library Assistance . . (225) 342-5783 or (225) 342-5128  
(Available to members and legislative assistants only)
- ♦ Legislative Assistant Database
- ♦ PULS Line (Baton Rouge & out-of-state) . . . . . (225) 342-2456
- ♦ PULS Line (in-state only) . . . . . (800) 256-3793

HOW CAN I FIND  
THE GOVERNOR’S  
VETO MESSAGES?

The Clerk’s Office sends copies of veto messages to each member. They are also available on the internet. The Governor’s line item vetoes for HB 1 (general appropriations) and HB 2 (capital outlay) are included in the text copy of the enrolled bill on the internet.

- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>  
( Enter bill number under “Bill Search”)
- ♦ Clerk’s Office . . . . . (225) 342-7259

HOW CAN I FIND  
LEGISLATION FROM  
PRIOR SESSIONS?

- ♦ La. Legislature Website . . . . . <http://www.legis.state.la.us>  
(Click “Session Information”; select session)
- ♦ Poynter Library Assistance . . (225) 342-5783 or (225) 342-5128  
(Available to members and legislative assistants only)
- ♦ State Library, Louisiana Section . . . . . (225) 342-4914

HOW DO I OBTAIN A  
LEGISLATOR’S  
PHONE NUMBER AND  
ADDRESS?

The internet has information regarding legislative members:

- ♦ House . <http://house.legis.state.la.us/h-reps/memberaddress.asp>
- ♦ Senate . . . . . <http://senate.legis.state.la.us/Senators/offices.asp>

WHERE DO I FIND  
UPDATED DISTRICT  
MAPS?

Maps that outline the House and Senate districts can be found on the internet at:

- ♦ House:  
.. <http://house.louisiana.gov/hredist/redist-finalhouseplans.htm>
- ♦ Senate:  
. . . . . <http://senate.legis.state.la.us/reDist2001/Default.asp>

WHERE DO I FIND  
ATTORNEY  
GENERAL’S  
OPINIONS?

- ♦ Attorney General’s opinions can be found at the internet website:  
. . . . . <http://www.ag.state.la.us/opinions.shtml>
- ♦ Paper copies of individual opinions . . . . . (225) 342-4597

For research concerning opinions call an HLS staff member or division director, according to subject matter, or the HLS Executive Director.

- ♦ HLS Executive Director (for research) . . . . . (225) 342-6125

WHAT TOURS OF THE  
CAPITOL ARE  
AVAILABLE?

- ♦ Visitor Information Desk ..... (225) 342-7317
- ♦ La. Legislature Website ..... <http://www.legis.state.la.us>  
(Click on “Tour the Capitol” for a virtual tour)

WHAT DISABILITY  
SERVICES ARE  
PROVIDED BY THE  
LEGISLATURE?

For a complete explanation of disability services, visit:

- ♦ La. Legislature Website ..... <http://www.legis.state.la.us>  
(Click on “Disabilities Information”)
- ♦ HLS ADA Coordinator ..... (225) 342-6146
- ♦ TTY Information Line (Baton Rouge) ..... (225) 219-4688
- ♦ TTY Information Line (statewide) ..... (888) 850-6489

### Fiscal Information

HOW DO I FIND A  
COPY OF THE  
GENERAL  
APPROPRIATIONS  
BILL AND CAPITAL  
OUTLAY BILL?

The HLS Fiscal Division website includes links to all key budget documents. The General Appropriations bill will always be HB 1 and the Capital Outlay bill is always HB 2. HLS Administrative Services sends a copy of the general appropriations bill to each member during session.

- ♦ HLS Fiscal Division Website .... <http://www.house.state.la.us>  
(Click on “House Fiscal Division”; then “Budget Documents”)
- ♦ HLS Fiscal Division ..... (225) 342-8568
- ♦ HLS Administrative Services ..... (225) 342-6458

WHAT ARE THE  
EXECUTIVE BUDGET  
AND THE EXECUTIVE  
BUDGET SUPPORTING  
DOCUMENT AND  
WHERE CAN I FIND  
THEM?

The Executive Budget is a summary document presenting the governor’s recommended financial plan for the coming fiscal year. The Executive Budget Supporting Document provides more specific detail and performance recommendations for each program. For more information on the Executive Budget, see *The Legislator as Controller of the Purse Strings* beginning on page F-1.

The Joint Legislative Committee on the Budget receives a copy of the executive budget no later than 45 days prior to each legislative session (30 days in the first year of each term). House members receive a copy the first day of session. For assistance to House members in locating programs in either document, call:

- ♦ HLS Fiscal Division ..... (225) 342-8568

Both documents are available at:



- ♦ La. Office of Planning & Budget Website  
..... <http://www.state.la.us/opb/index.htm>  
(Click on “Executive Budget”)

WHAT IS A “FISCAL  
NOTE” AND WHERE  
CAN I FIND ONE FOR  
A SPECIFIC BILL?

The fiscal note estimates the fiscal impact of a particular bill. The Legislative Fiscal Office prepares fiscal notes on most bills; however, the Legislative Auditor prepares fiscal notes on certain bills affecting local governments and boards and commissions. See *Fiscal Notes* beginning on page E-9.

For questions on fiscal notes, contact:

- ♦ HLS Fiscal Division ..... (225) 342-8568

Fiscal notes are available for each bill on the:

La. Legislature Website ..... <http://www.legis.state.la.us>  
(Click “Session Information” The fiscal note for a bill will be listed as “Notes” when applicable)

### State Government Information

WHERE CAN I FIND A  
STATE OFFICIAL’S  
NAME, ADDRESS, OR  
TELEPHONE  
NUMBER?

- ♦ Info. Louisiana (official state site) ..... <http://www.state.la.us>  
(Click on “Find People”)
- ♦ Roster of Louisiana Officials ..... (225) 342-4973  
(Secretary of State sends to each member as it is updated)
- ♦ Boards and Commissions Database, maintained by the Senate:  
Senate internet Home Page ... <http://www.senate.legis.state.la.us>  
(Click on “Systems & Services”)
- ♦ Legislative Auditor’s Office maintains the Boards, Committees &  
Like Entities database:  
..... <http://www.la.state.la.us/bdcomm.pdf>

WHERE CAN I FIND A  
STATE AGENCY  
ADDRESS AND  
PHONE NUMBER?

- ♦ Louisiana State Government Telephone Directory:  
Available on the internet:  
<http://www.state.la.us/otm/listings/telephone.htm>
- ♦ Roster of Louisiana Officials ..... (225) 342-4973

WHERE WILL I FIND  
STATE AGENCIES’  
ADMINISTRATIVE  
RULES AND  
REGULATIONS?

The administrative rules and regulations of state agencies are published in the Louisiana Register and the Louisiana Administrative Code by the Office of the State Register.

- ♦ Office of the State Register ..... (225) 342-5015
- ♦ State Register Website .... <http://www.state.la.us/osr/osr.htm>

WHERE CAN I FIND  
INFORMATION ON  
LOBBYISTS AND  
POLITICAL ACTION  
COMMITTEES IN  
LOUISIANA?

- ♦ House & Governmental Affairs Comte. Staff .. (225) 342-2403
- ♦ Louisiana Board of Ethics ..... (225) 763-8777
- ♦ Ethics Board Website ..... <http://www.ethics.state.la.us>  
Website includes list of registered lobbyists and PACs.

WHERE CAN I FIND  
INFORMATION ON  
ETHICS AND  
CAMPAIGN FINANCE?

- ♦ House & Governmental Affairs Comte. Staff .. (225) 342-2403
- ♦ Louisiana Board of Ethics ..... (225) 763-8777
- ♦ Ethics Board Website ..... <http://www.ethics.state.la.us>  
Website includes reports, filing software, report forms, rulings, agendas, laws, and ethics publications.

WHERE CAN I FIND  
INFORMATION ON  
COLLEGE  
SCHOLARSHIPS AND  
LOANS?

- ♦ Office of Student Financial Assistance (LA GEAR UP, TOPS and START)  
OSFA Website ..... <http://www.osfa.state.la.us>  
OSFA Phone ..... (800) 259-5626 or (225) 922-1012
- ♦ Office of Financial Aid, Tulane University  
(Tulane Legislative Scholarship)  
Tulane Scholarship Website . <http://www.tulane.edu/~finaid/>  
Tulane Scholarship Phone .. (800) 335-3210 or (504) 865-5723



# INFORMATION RESOURCES FOR CONSTITUENTS

## *Information Sources to which Constituents May Be Referred*

### PULS LINE

#### Public Update Legislative Service (PULS) Line

PULS Line is a telephone service for constituents that provides information on legislation under consideration during session. It provides bill status information, assistance locating committee action, and explains aspects of the legislative process. PULS Line offers assistance with the use of the legislative websites.

#### Session Hours:

8:30 a.m. - adjournment, if House is meeting.  
8:30-5:00, Monday through Friday if not meeting

#### Interim (not in legislative session) Hours:

9:30-11:00 a.m. and 2:00-4:30  
Monday through Friday

Baton Rouge area and outside Louisiana ..... (225) 342-2456  
Toll-free within the state ..... (800) 256-3793

#### TTY Line

Baton Rouge area and outside Louisiana ..... (225) 219-4688  
Toll-free within the state ..... (888) 850-6489

### INTERNET WEBSITES

The websites of the Louisiana legislature provide access to legislation, committee schedules, House and Senate rules, legislative procedure, and more. See page G-9 of this section for a listing of available information with URLs.

### SWITCHBOARDS

The House and Senate switchboards direct callers to legislators and legislative staff.

House ..... (225) 342-6945  
Senate ..... (225) 342-2040

### FAX LINES

The House and Senate fax lines are available for constituent messages to legislators.

House ..... (225) 342-8336  
Senate ..... (225) 342-0617

HLS  
ADMINISTRATIVE  
SERVICES

House Legislative Services Administrative Services is responsible for all House publications. For more information on their services, see the *Frequently Asked Questions* and *House of Representatives Publications* sections of this chapter.

Bill Room (session only) ..... (225) 342-2192  
Docket (after session) ..... (225) 342-6458

SENATE DOCUMENT  
AND RECORDS  
OFFICE

The Senate counterpart of HLS Administrative Services.

Docket ..... (225) 342-2365

OTHER RESOURCES

State Library of Louisiana

The State Library of Louisiana provides assistance with researching governmental topics and legislation from past sessions. They also maintain a collection of state government documents, including most of the titles listed under the *Publications* section beginning on page G-15. The library’s catalog is available on its website.

Website ..... <http://www.state.lib.la.us>  
Louisiana Section Reference Desk ..... (225) 342-4914  
Reference and Bibliography Section ..... (225) 342-4913  
Recorder of Documents (state documents program) . (225) 342-4929

Law Library of Louisiana

Located in the Supreme Court building in New Orleans, the Law Library of Louisiana provides assistance with current Louisiana law and legislation from past sessions. It also maintains a collection of state government documents.

Website ..... [http://www.lasc.org/law\\_lib&legal\\_res](http://www.lasc.org/law_lib&legal_res)  
In-State ..... (800) 820-3038  
New Orleans ..... (504) 568-5701

Parish libraries throughout the state

Internet access to the legislative websites is available through all parish libraries throughout the state. A link to a directory of parish libraries is located on the State Library internet home page. The State Library can also provide assistance in locating a local library.

State Library ..... (225) 342-4914  
Website .... <http://www.state.lib.la.us> (Click on “Public Libraries”)  
Reference and Bibliography Section ..... (225) 342-4193

#### State depository libraries

State depository libraries are libraries which receive copies of state publications through the state documents program. They include selected parish and university libraries. Most of the titles listed under the *Publications* section, beginning on page G-15, are held by these libraries. A listing of depository libraries is located on the State Library website.

Internet listing of Libraries ..... <http://www.state.lib.la.us>  
(Click on “Government Documents,”  
then “Depository Libraries by Location”)  
Recorder of Documents Office ..... (225) 342-4929

#### Louisiana Secretary of State, Publications Division

The Secretary of State is responsible for the publication of the Acts of the Legislature and the Calendars and Journals of the House and Senate. They are available for purchase through their Publications Division.

Secretary of State, Publications Division ..... (225) 342-2083